

STELLING MINNIS PARISH COUNCIL ASSET REGISTER

Asset details							Location details			Usage Details				
Ref	Description	Identification	Date acquired	Supplier	Original cost/value (used for Audit)	Useful life estimate	Location	Present use or capacity	Custodian	Usage/Occupation measure	Current value estimated condition	Current Charge for use	Disposal or discharge	Insurance value
XXX	XXXXXXXXXX	Serial Number or identifier	dd/mm/yyyy		Purchase Cost or estimated value when acquired	How long asset will be retained for	Where kept	What asset used for	Who has primary responsibility	How often used or its size	Current condition	Current charge	Date when disposed	Current insurance value (Total should agree to insurance schedule)
1	Stelling Minnis Village Hall	n/a	1999	n/a	N/A SMPC is Custodian Trustee	Indeterminate	Curtis Lane, Stelling Minnis Map ref:	Village Hall	Village Hall Management Committee	Daily use by various groups and lettings	Good (see original costs)	Refer to Village Hall Committee	Held as trustee only	Nil
2	Noticeboard	Main	1985	n/a	Memorial donation. Nominal £1	Indeterminate	Minnis Lane Opposite Shop	Display notices & posters	Clerk	Weekly - Clerk (2 panels) Weekly- Any Parishioner(1 panel)	Fair £500	Nil		£2000
3	Noticeboard	Subsidiary	unknown	n/a	Unknown Nominal £50	Indeterminate	Curtis Lane opp. Sunrise	Display notices and posters	Clerk	Weekly - Any Parishioner	Poor £50	Nil		£200
4	Lap Top Computer (Dell PP05L)	CNOD2125 486434bm 5793	2009	KCC	Nominal £1 (donation)	5 years	Village Hall, lockable cabinet	Back up SMPC data	Clerk	Occasionally	Poor	Nil	Scrapped Feb 2014 Replaced by ref 11	0
5	Windows XP Professional software	Pre loaded onto Lap Top	2009	KCC	Nominal £1 (donation)	5 years	As Laptop computer (item 5)	Laptop	Clerk	Occasionally	Good	Nil	Scrapped Feb 2014 Replaced by ref 11	0
6	MS Office 2000 Professional	Pre loaded onto Laptop	2009	KCC	Nominal £1 (donation)	5 years	As Laptop computer (item 5)	Laptop	Clerk	Occasionally	Good	Nil	Scrapped Feb 2014 Replaced by ref 12	0

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7	HP Deskjet Printer	HUCAD 4JZD	2010	Chairman	Nominal £1 (donation)	5 years	Clerks home	Print SMPC material	Clerk	Daily	Fair	Nil	Scrapped 14/3/2012	0
8	2 Benches		1998 & 2000		£335 + £447	20 years	Outside Village Shop	Public use	Clerk	Daily	Fair £200 each	Nil		£1000 each (Total £2000)
9	1 Bench		1998		£335	20 years	Opposite Coxsole Pond, Curtis Lane	Public use	Clerk	Regular	Fair £200	Nil		£1000
10	HP Officejet 4500 printer	s/number: CN1C6K202JP	13 March 2012	Viking	£60 cost @ half price offer.	5 years	Clerks Home	Print SMPC material	Clerk	Daily	Good	Nil		£100
11	Dell Laptop VGZLQ1 with Windows XP professional	S3125 Label on keyboard	10 Sept 2013	Shepway District Council	Nominal £1 (donations)	5 years	Village Hall, lockable cabinet	SMPC only	Clerk	Occasional	Fair	Nil	Scrapped 1/12/15 Replaced by ref 18	£0
12	Microsoft Office Professional		10 Sept 2013	Loan by Clerk-Mr N Smith	Nominal £1 (loan)	5 years	As laptop computer	SMPC only	Clerk	Occasional	Fair	Nil	Loan returned to N Smith	£0

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13	Optima DS211 Projection display unit	Q8LG237-AAAAAC0286	10 Sept 2103	Shepway District Council	Nominal £1 (donation)	5 years	Village Hall, lockable cabinet	SMPC only	Clerk	Occasional	Good (new)	Nil		£250
14	5m 13amp 2 outlet extension lead		11 Nov 2013	Argos	£3.50	10 years	Village Hall, lockable cabinet	SMPC only	Clerk	Occasional	Good (new)	Nil		£4
15	8GB memory drive	Kodak (Black)	25 April 2012	Ebay	£7.45	10 years	Clerks Home	SMPC only	Clerk	Monthly	Good	Nil		£15
17	Heavy duty stapler	Rexel Odyssey	6 May 2015	Amazon	£18.45	10 years	Clerks Home	SMPC Only	Clerk	Regularly	Good	Nil		£19
18	Acer Aspire lap top	Model N15Q1 Serial No: NXG9ZEK003542167007600	10 Feb 2016	Currys PC World	£349	5 years	Clerks Home	SMPC only	Clerk	Regularly	Good (New)	Nil		£549
19	MS Office Home		10 Feb 2016	Tesco Direct	£79	5 years	Loaded onto item 18	SMPC only	Clerk	Regularly	Good (new)	Nil		£129
20	Norton internet security		13 Feb 2016	Curry's PC World	£19	5 years – annual renewal of licence	Loaded onto item 18	SMPC	Clerk	Regularly	Good (new)	Nil		£50
21	External Defibrillator Cabinet	Heated and Locked Defibrillator Cabinet	19 Jan 2017	AED Cabinets	£485.85	10 years	Outside Stelling Minnis Stores	Public with access vis 999 service	Clerk and Community First Responder	Infrequently - emergency use only	Good (new)	£12 per year for shop electricity		£486
			Original cost/Audit value of Assets held		£2191.25								Total insurance value of Assets held (13/2/16)	£6802